



## Personnel and Administrative Policy and Procedure

<b>SUBJECT:</b> Employment of Relatives	<b>EFFECTIVE DATE:</b> January 15, 2008 <b>REVIEWED:</b> May 2011 <b>REVISED:</b>
<b>CATEGORY:</b> 200 <b>POLICY NUMBER:</b> 200.16	<b>CROSS REFERENCE:</b>

**PURPOSE:** To ensure compliance with State and Federal regulations regarding the employment of relatives.

### Definitions

**Family Member:** For these purposes, family member is defined as the employee's wife, husband, domestic partner, son daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or step child, grandchild, grandparent, or any other equivalent relatives of an employee's spouse or domestic partner.

**Scope:** All employees.

**Policy:** No employee or official responsible for personnel decisions shall show favoritism in such decisions toward an applicant or employee because the applicant or employee is a member of the employee's or official's family. Violations of this policy include the following:

- Holding a position which requires or which enables the employee or official to directly supervise a family member; or
- Evaluating the work performance of a family member; or
- Placing two family members in the same division; or
- Evaluating the application for employment of a family member; or
- Adjusting an employment relations grievance or complaint of a family member; or
- Taking any action with respect to an individual that because of family membership would violate a federal or state law or rule.

In the event that two (2) employees become family members under this definition while employed or if due to promotion, transfer, reorganization, or new appointments two employees would then violate this policy, the employees and the City will jointly attempt to find an alternative work assignment for one or both of the employees. If no alternative assignment is available within thirty (30) days, it will be necessary for one or both of the employees to resign. If neither resign both will be subjected to termination.

### Responsibilities

#### Employee:

- Disclose if the hiring or placement of an employee will violate this policy.

#### Supervisors:

- Notify the HR Director if there is a situation that will violate this policy.